



DEPARTMENT OF THE ARMY
88TH FINANCE BATTALION
UNIT/CMR
APO AE 88888

REPLY TO
ATTENTION OF

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, 266th FINCOM, ATTN: FAPD-FP, APO AE 09007

SUBJECT: Request for Temporary Increase to Hold Cash at Personal Risk

1. Requesting unit's name, requests a temporary increase to current cash holding authority from Current Amount to Temporary Amount effective Date Start to Date End.
2. Reason: Example only - OPTEMPO requirement warrants the immediate increase to on hand foreign currency. **Do not state any classified information on request.**
3. Should there be a requirement to extend this temporary increase, written request(s) will be forwarded to the 266th FINCOM, Disbursing Policy office.
4. Point of contact Name, DSN, and Email:

BATTALION COMMANDER
RANK, FC
Commanding